

SIS 2000+ Training Manual

Academic History

Preparing for Academic History

Using the Table Editor
Using the SE School Editor
Using District Courses
Using Mark Reporting

Purpose

There are a number of prerequisites for use of the Academic History Module. The following tasks must be completed:

Mark Reporting Tables:

- ✍✍ Term Codes
- ✍✍ Mark Type Codes
- ✍✍ Mark Set Codes

Other Mandatory Tables:

- ✍✍ Credit Type Codes
- ✍✍ Subject Codes

Mark Values

Define schools in SE School Editor
Define District Courses
Calculate Final Marks
Post Marks to History

Accessing the Table Editor

From the Main Menu, click on the System button.
Select the **Table Editor**.

TABLE EDITOR SET-UP

Before you can use the Academic History applications, there are tables that need to be set-up through the Table Editor, under the System Menu. Several of the required tables for the

Academic History Module directly relate to Mark Reporting. These include Term Codes, Mark Type Codes, and Mark Set Codes. *For more information on these tables refer to the training document titled **Preparing for Mark Reporting***

The tables are shown and described below:

Term Codes (zterms)

Termc - a user-defined code for each of the school's terms.

Descript - the full description of each term.

Trmstart - defines which Track Term (based on the number of terms you have defined for your school through the Track Editor) each term begins in. If you had two semesters (Track Terms), your Quarter 1 Progress term would start during term 1, so you would enter a '1' in the column.

Trmdur - defines how long each term lasts. Again this is based on how many Track Terms you have defined in the Track Editor. If you have two semesters (Track Terms), your Quarter 1 Progress term would only last one term, so you would enter a '1' in this column.

Trmend - equals the sum of "Trmstart" and "Trmdur". If you have Quarter 3 Marks your Trmstart would be 2 (it starts in the second term), the Trmdur would be 1 (it lasts one quarter), and the Trmend would equal 3 (the sum of 2+1).

Isprogrpt - tells the system which codes are Progress Report (or Mark Reporting) Terms exclusively, as opposed to regular (Track) terms. A '1' in this column is saying yes, this is a Mark Reporting Term and not a Track Term. Terms with a '1' in this column will not show up as choices in the Track Editor or in the Master Schedule when you are defining which term a course belongs in. Terms with a '0' will show as Mark Reporting Terms and will also show as Track Terms in the Track Editor and Scheduling applications ('Semester 1' and 'Semester 2' in the example are used as both Track Terms and Mark Reporting Terms).

Snreserve1 & Snreserve2 - not currently used by the system.

Mark Type Codes (zmarktyp)

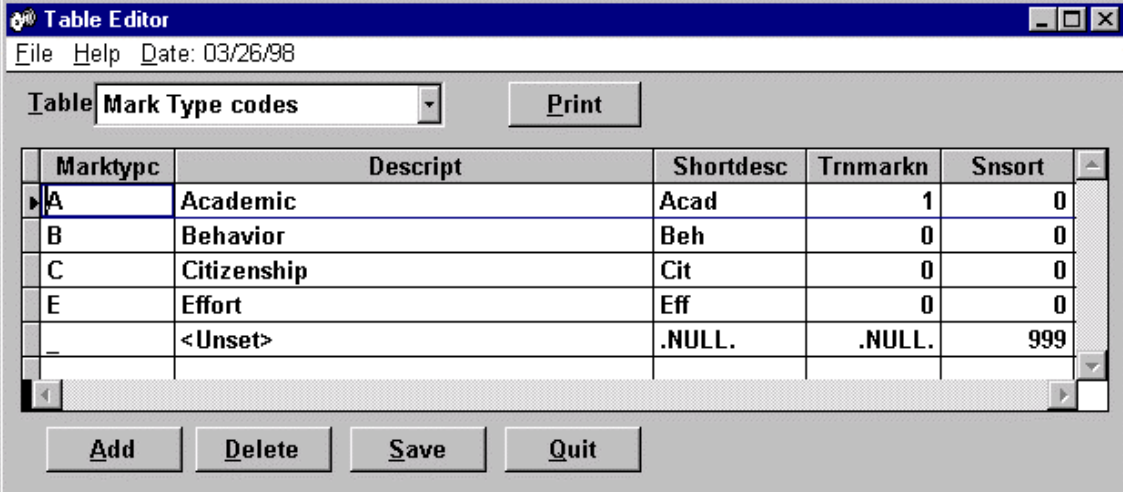
Marktypc - a user-defined, single-character code for your Mark Types. You should use the first letter of each Mark Type Code since this is what will be displayed in the Mark Reporting Entry Applications.

Descript - the full description of the Mark Type.

Shortdesc - contains an abbreviated, four-character description of your Mark Types.

Trnmarkn - defines where each type of grade is used in the transcript. **If a Mark Type is to be included in a calculation of class rank, a '1' must be entered into this column.** If this is set to '0', it will not be included on the transcript and its calculations, which will likely be the case for Behavior, Effort, and other similar Mark Types.

Snsort - sorts how the Mark Type Codes will display in the drop-down boxes in the applications.



The screenshot shows a window titled "Table Editor" with a menu bar (File, Help) and a date field (Date: 03/26/98). Below the menu is a "Table" dropdown menu set to "Mark Type codes" and a "Print" button. The main area contains a table with the following data:

Marktypc	Descript	Shortdesc	Trnmarkn	Snsort
A	Academic	Acad	1	0
B	Behavior	Beh	0	0
C	Citizenship	Cit	0	0
E	Effort	Eff	0	0
-	<Unset>	.NULL.	.NULL.	999

At the bottom of the window are four buttons: "Add", "Delete", "Save", and "Quit".

Here is an example of how to set-up the Mark Type Codes table.

Mark Set Codes (zmarkset)

Marksetc - a user-defined code for each Mark Set.

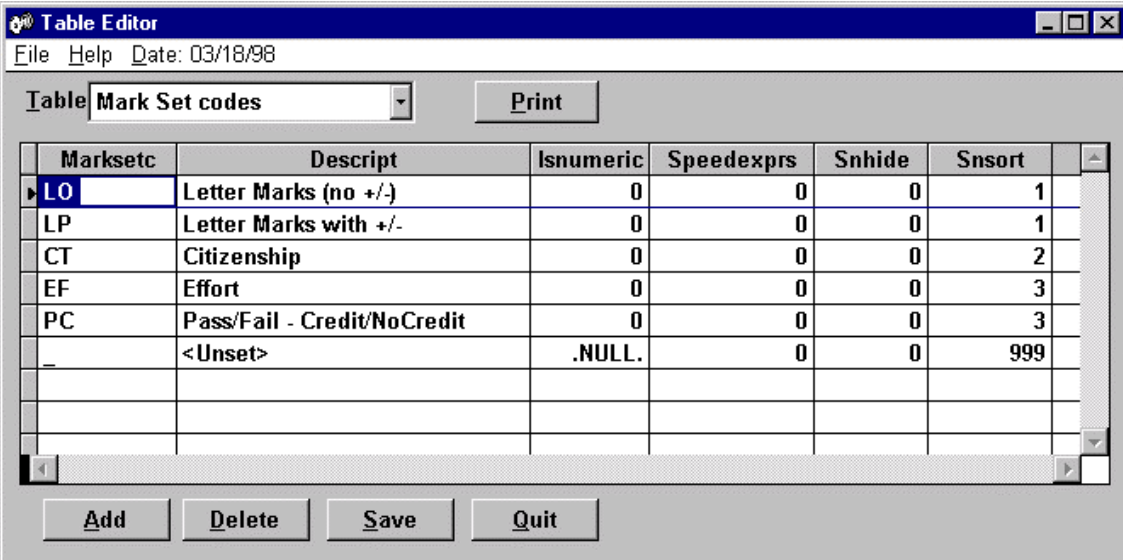
Descript - the full description of each of your Mark Sets.

Isnumeric - where you designate whether or not a Mark Set is numeric. A '1' designates that a Mark Set uses number Marks as opposed to letter Marks.

Speedexprs - mark with a '1' if the Mark Set is used by Speede Express.

Snhide - used if you want a Mark Set to be hidden; to not appear in a drop-down box in the applications.

Snsort - used for sorting the Mark Set Codes as they appear in the drop-down boxes.



The screenshot shows a 'Table Editor' window with a menu bar (File, Help, Date: 03/18/98) and a toolbar with 'Print'. The table is titled 'Mark Set codes' and has columns: Marksetc, Descript, Isnumeric, Speedexprs, Snhide, and Snsort. The data rows are as follows:

Marksetc	Descript	Isnumeric	Speedexprs	Snhide	Snsort
LO	Letter Marks (no +/-)	0	0	0	1
LP	Letter Marks with +/-	0	0	0	1
CT	Citizenship	0	0	0	2
EF	Effort	0	0	0	3
PC	Pass/Fail - Credit/NoCredit	0	0	0	3
_	<Unset>	.NULL.	0	0	999

At the bottom of the window are buttons for 'Add', 'Delete', 'Save', and 'Quit'.

Here is an example of how to set-up the Mark Set Codes.

Credit Type Codes

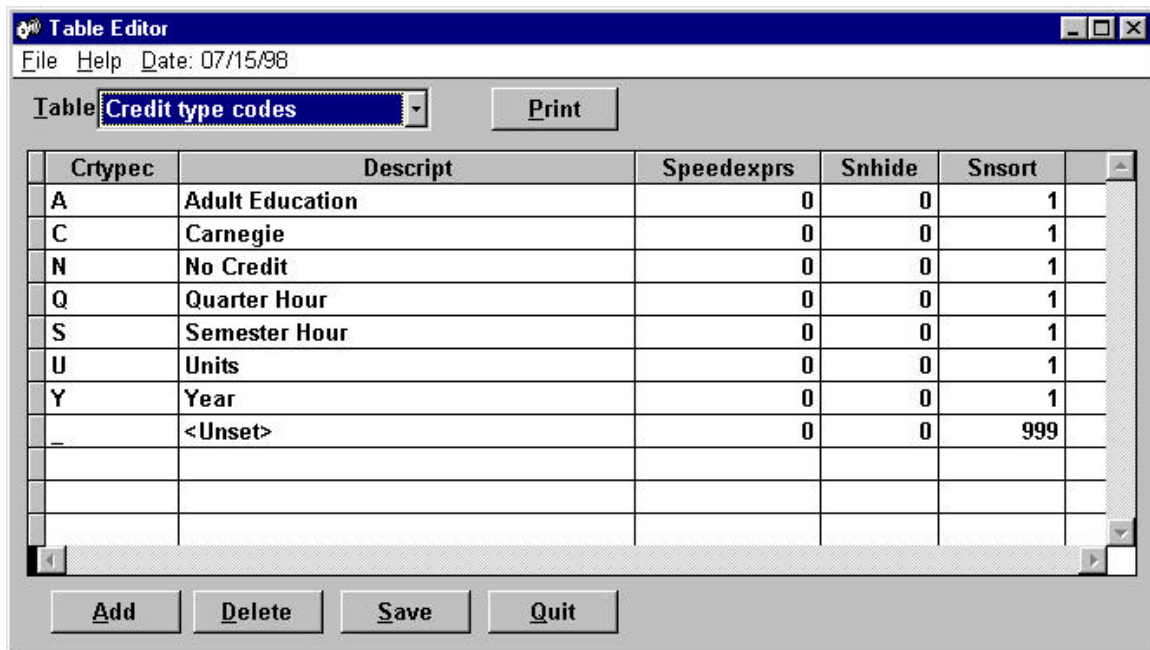
Crtypec - a user-defined code for each Credit Type.

Descript - the full description of each of your Credit Types.

Speedexprs - mark with a '1' if the Credit type is used by Speede Express.

Snhide - used if you want a Credit Type to be hidden; to not appear in a drop-down box in the applications.

Snsort - for sorting the Credit Type Codes as they appear in the drop-down boxes.



The screenshot shows a window titled "Table Editor" with a menu bar (File, Help) and a date field (Date: 07/15/98). Below the menu bar is a "Table" dropdown menu set to "Credit type codes" and a "Print" button. The main area contains a table with the following data:

Crtypec	Descript	Speedexprs	Snhide	Snsort
A	Adult Education	0	0	1
C	Carnegie	0	0	1
N	No Credit	0	0	1
Q	Quarter Hour	0	0	1
S	Semester Hour	0	0	1
U	Units	0	0	1
Y	Year	0	0	1
-	<Unset>	0	0	999

At the bottom of the window are four buttons: "Add", "Delete", "Save", and "Quit".

Here is an example of how to set-up Credit Type Codes

Subject Codes

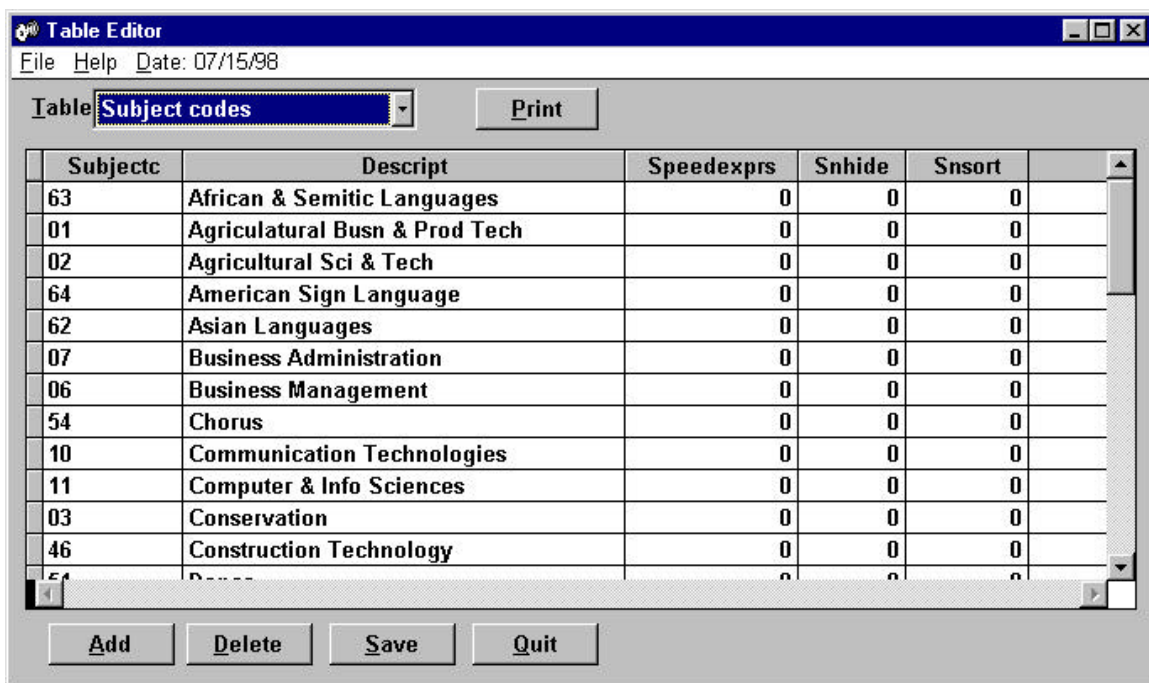
Subjectc - a user-defined code for each Subject.

Descript - the full description of each subject.

Speedexprs - mark with a '1' if the Subject Code is used by Speede Express.

Snhide - used if you want a Subject Code to be hidden; to not appear in a drop-down box in the applications.

Snsort - for sorting the Subject Codes as they appear in the drop-down boxes.



The screenshot shows a window titled "Table Editor" with a menu bar (File, Help) and a date field (Date: 07/15/98). Below the menu bar is a "Table" dropdown menu set to "Subject codes" and a "Print" button. The main area contains a table with the following data:

Subjectc	Descript	Speedexprs	Snhide	Snsort
63	African & Semitic Languages	0	0	0
01	Agricultural Busn & Prod Tech	0	0	0
02	Agricultural Sci & Tech	0	0	0
64	American Sign Language	0	0	0
62	Asian Languages	0	0	0
07	Business Administration	0	0	0
06	Business Management	0	0	0
54	Chorus	0	0	0
10	Communication Technologies	0	0	0
11	Computer & Info Sciences	0	0	0
03	Conservation	0	0	0
46	Construction Technology	0	0	0

At the bottom of the window are four buttons: "Add", "Delete", "Save", and "Quit".

Here is an example of how to set-up Subject Codes

MARK VALUES SET-UP

This application is directly related to Mark Reporting Preparation. See Mark Reporting Training Documents for more information.

Mark Values (Mark Reporting Module)

In this application, the Marks to be received, and their values, are defined. The marks to be received need to have been defined already in the Mark Set Codes table in the Table Editor. (i.e.: 'Letter Marks with +/-', 'Citizenship', etc.)

Add / Edit Mark Values

Launch the **Mark Values** application from the Mark Reporting menu. Select the Mark Set to work with using either the **List** feature or the **VCR buttons**.

To define Marks within the selected Mark Set, activate the **Edit** mode, and then click **Add**. You may now enter the first Mark and its values. Click **Add** for each Mark you want to add to the Mark Set. Click **Save** when you are done adding Mark values to each Mark Set.

The columns on the GPA Mark grid represent the following:

Mark - The name of the Mark.

RCD Mark (Report Card Mark) – How the Mark will appear on the Report Card.

Trn Mark (Transcript Mark) – How the Mark will appear on the transcript.

Num Mark – The numerical equivalent of the Mark, if applicable.

GPA Cr (Grade Point Average Credit) – Check this for Marks that will be counted in grade point averaging.

Grad Cr (Graduation Credit) – Check this box for Marks that will be counted towards graduation credit.

GPA Val 0-9 (Grade Point Average Work Level Values) – Different grade point scales can be used for different courses. Honors and Advanced Placement courses, for example, can have higher grade point scales than regular work level courses. The default GPA Level of a course is '0', so it would be wise to use the 'GPA Val 0' column as your basic, regular work level, grade point scale. The GPA Values for each course are set-up in the District Courses application, under the System Menu (this will be explained in greater detail later in this section of the Mark Reporting documentation).

To Edit or Delete Mark values, select the Mark, click **Edit** and make the necessary changes; or select the Mark you want to erase and click on **Delete**. When you delete, you will be prompted to verify that you want to delete the Mark.

Examples of completed Mark Set Values:

EI Roble Intermediate School - Mark Values

File Help Date: 03/30/1998

GPA Markset Letter Marks with +/-

Mark	Rcd Mrk	Trn Mrk	Num Mrk	GPA Cr	Grad Cr	GPA Val 0	GPA Val 1	GPA Val 2
A	A	A	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4.00	5.00	4.00
A+	A+	A	102	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4.00	5.00	4.50
A-	A-	A	95	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3.75	5.00	3.80
B	B	B	90	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3.00	4.00	3.00
B+	B+	B	92	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3.50	4.00	3.50
B-	B-	B	85	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2.75	4.00	2.80
C	C	C	80	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2.00	3.00	2.00
C+	C+	C	82	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2.50	3.00	2.50
C-	C-	C	75	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1.75	3.00	1.80
D	D	D	70	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1.00	2.00	0.00
D+	D+	D	72	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1.50	2.00	0.00
F	F	F	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	0.00

Print Find List Delete Undo Add Save Quit

Mark Values for 'Letter Marks with +/-' Mark Set.

Coffee High School - Mark Values

File Help Date: 03/30/1998

GPA Markset Letter Marks (no +/-)

Mark	Rcd Mrk	Trn Mrk	Num Mrk	GPA Cr	Grad Cr	GPA Val 0	GPA Val 1	GPA Val 2
A	A	A		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4.00	5.00	0.00
B	B	B		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3.00	4.00	0.00
C	C	C		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2.00	3.00	0.00
D	D	D		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1.00	2.00	0.00
F	F	F		<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	0.00

Print Find List Delete Undo Add Save Quit

Mark Values for 'Letter Marks (no +/-)' Mark Set

DISTRICT COURSES SET-UP

In District Courses, it is important to properly set-up the credits and codes for each course.

Credits/Codes in District Courses

To verify that the credits awarded for completion of this course and other codes were set-up properly, go to the 'Credits/Codes' tab in District Courses.

North Lincoln High - District Courses
File Help Date: 09/10/98

Course Code: 26.412 Description: BIOLOGY Show All

General Credits / Codes Pre-Co / Misc. Funding

Grad Credits: 1.00 GPA Credits: 1.00 Credit Type: Carnegie Variable Credit ☒

GPA Lvl.: 0 Mark Set: Letter Marks (no +/-)

☐ course.flag1 ☐ College Prep Alternate:
☐ course.flag2 ☐ Joint Enrollment

Speede Express Code: 26.412 Work Lvl: <Unset>

CIP Code: <Unset> User Code:

Find List Undo Add Save Quit

Credit Awarded

GPA Calculations

Credit Awarded

The top few fields on this screen have to do with the amount of credit that will be awarded for completion of the course:

Grad Credits - enter how many credits are granted by completion of this course towards Graduation Requirements. These values will be standard within a district for all schools offering the same course. Here you are defining that successful completion of this course will give students 1 credit (or units) towards their Graduation Requirements for the subject 'Life Sciences'.

GPA Credits - the value used in calculating GPA's. This value is normally the same as a credit, but it may be different.

Variable Credit - check here if variable credit is allowed in this course. To allow schools to give partial credit for a course, check **Variable credit**. In the above example, 0.5 units of credit could be awarded for completion of half, or only one semester, of the course.

NOTE: Remember, as you Save changes that affect a course's 'history' record, a change that affects GPA calculations or transcript information, you will be asked if you want to UPDATE the existing course record or CREATE a NEW course history record.

If you choose to UPDATE, all existing transcript records will be affected by the change. If you CREATE NEW records, old transcript records will still point to the old information; new records will use the new information. For records entered manually, you will have to choose which set of course information you want to use for each course entered in Student Academic History based on what was recorded as the effective date of the different historic records.

SE SCHOOL EDITOR SET-UP

For the Transcript application to print various schools on the Transcripts, each school within the district needs to be defined to enable SIS 2000+ to recognize each location. In addition, outside schools from which students may transfer, or to which a school may need to send data, need to be defined using the SE (Speede Express) School Editor.

Open the SE School Editor

Claremont Unified School Dist. - SE School Editor

File Help Date: 04/28/1998

Site Information EDI Transport Information

Speede Express Code 222-456

School Name Camden Jr. High

Address 123 Indian Hill Blvd

City Claremont St CA Zip -

County Country

Phone () - Fax

School Type District Code -

Email To

Email From

Print Find List Delete Edit Add Save Quit

SE School Editor

Add a school

Note:

Your school may wish to add schools that are out of the district or state, such as that of a transfer student, in order to keep track of student history. You may choose to create a separate record for each school or create generic school records such as "Out of District" or "Out of State."

Speede Express Code – If a school subscribes to Speede Express, they will be assigned to a Speede Express code. If the school does not have a code, create a generic code for the school, as this is a required field.

School Name – required field

Address, Phone Number, School Type - optional

CALCULATE FINAL MARKS

In some schools, Final Marks are generated based on Marks earned throughout the semester or school year. The Final Marks calculation comes from the Academic Marks that a student earns. This step is optional and will only apply to those schools using grade averaging

Final Marks will only be calculated for student's courses where they have a complete set of Academic Marks in that course, based on that course's Mark Definition. In other words, if the "Semester 1" Mark Definition is set-up with two Academic Marks, a final grade for courses with that Mark Definition selected will only be generated for students who have a Mark in both of those Academic Mark columns. If a student only has a Mark for one of those Academic Marks, no Final Mark will be calculated.

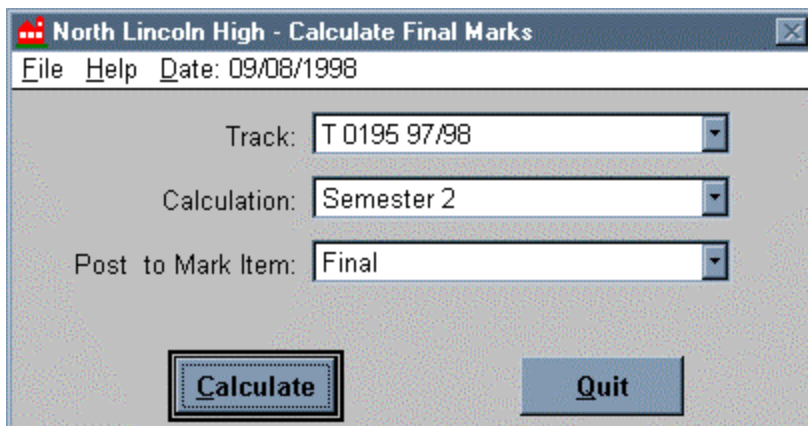
Launch Calculate Final Marks

From the Mark Reporting Menu, select **Calculate Final Marks**. This program has only three selections to make.

Track – select the proper track.

Calculation – select the Mark Definition that contains the marks that you want to calculate final marks for.

Post to Mark Item – select the Mark Item within that Mark Definition to which the calculated mark will be posted.



Calculate Final Marks selections.

Calculate the Final Marks

After you have set your Options, you may click the **Calculate** button to run the Final Marks Calculation. This will take a while to run. When it is complete, a dialogue box will appear telling you how many Final Marks records were posted and how many were updated.

You can then go into **Class Marks** or **Student Marks** to view the Final Marks that were generated by this process.

POSTING MARKS TO ACADEMIC HISTORY

For the marks that a student earned to be posted on their Academic History record, they must be 'moved' from the Marks Entry area to the Academic History area. This is done through the Post to History application. Post to History takes the marks entered in Class Marks or Student marks and posts them to the Academic History records of each student. This process is how marks earned during the normal school year are put onto the students' transcripts.

When marks are posted, students are also awarded graduation credits, based on what was set-up in district courses and in the Mark Reporting set-up. The amount of credit awarded and which marks earn credit for completion were defined in the previous step, 'Set-Up District Courses'. If no marks are posted, no credit is posted, and the Requirements application will have nothing to base its eligibility processes on.

Define which Marks to Post to History

Before you begin the process of Posting Marks to History, you must first define which marks will be posted. (This is different than the previous step where you defined which marks will be awarded credit.)

In the Mark Reporting set-up process, while defining your Mark Definitions, you told the system which Mark Types would be **posted** for each Timeline Point. This was done when you added **Categories** to your Mark Definitions, and then added **Items** to those Categories. Those Items consisted of **Mark Types**, which were defined as 'Posted' or 'Not-Posted' based on the '**Post**' **check-box**.

Mark Type	Mark Set	Post
Final	Numeric	<input checked="" type="checkbox"/>

Mark Definition Add/Edit Category screen showing the Post checkbox checked-on for a Mark Type.

A quick and easy way to check that the proper Mark Types for each Mark Reporting Timeline Point have been properly designated as being posted to History is to launch the Mark Definitions application from the Mark Reporting menu. Select the proper Mark Definition using the List feature. Then, click on the '**View All Items for Definition**' tab.

This will give you a summary grid of all the Mark Items set-up for the selected Mark Definition. There is a column titled '**Post**' that designates which marks will be posted to Academic History when you perform the Post to History process.

North Lincoln High - Mark Reporting Definitions
 File Sort Help Date: 09/11/1998

Mark Definition: Description Both Semesters Code AS Sort 0

Define Categories for Definition View All Items for Definition

Mark Type	Mark Set	Post	Mark Category
Conduct	Conduct/Effort/Attitude	<input type="checkbox"/>	Fourth Nine Weeks Mark Entry
Effort	Conduct/Effort/Attitude	<input type="checkbox"/>	Fourth Nine Weeks Mark Entry
Academic	Numeric	<input type="checkbox"/>	Second Nine Weeks Mark Entry
Attitude	Conduct/Effort/Attitude	<input type="checkbox"/>	Second Nine Weeks Mark Entry
Conduct	Conduct/Effort/Attitude	<input type="checkbox"/>	Second Nine Weeks Mark Entry
Effort	Conduct/Effort/Attitude	<input type="checkbox"/>	Second Nine Weeks Mark Entry
Academic	Numeric	<input type="checkbox"/>	Third Nine Weeks Mark Entry
Attitude	Conduct/Effort/Attitude	<input type="checkbox"/>	Third Nine Weeks Mark Entry
Conduct	Conduct/Effort/Attitude	<input type="checkbox"/>	Third Nine Weeks Mark Entry
Effort	Conduct/Effort/Attitude	<input type="checkbox"/>	Third Nine Weeks Mark Entry
Final	Numeric	<input checked="" type="checkbox"/>	Final Mark For Year
State Exam	Pass/Fail	<input checked="" type="checkbox"/>	Third Nine Weeks Mark Entry

Print Find List Delete Done Add Save Quit

Mark Definitions application, View All Items for Definition' tab showing which marks will be posted to Academic History.

Verify that the proper marks are designated for posting for each Mark Definition that your school uses.

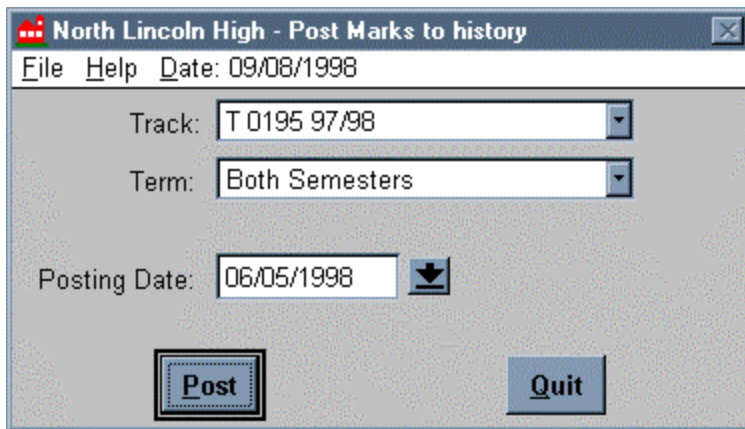
More information on the Mark Reporting Set-Up process can be found in the Mark Reporting Set-Up documentation.

Post Those Marks to Academic History

Once the marks that will be posted are defined, and marks have been entered for students through Class Entry or Student Entry, they must be posted to the students' transcript, or Academic History, records. This is done through the **Post to History** application, under the Mark Reporting Menu.

NOTE: If your school uses 'Final Marks', a mark that is a calculated average of marks earned in a defined period of time, you will want to use the **Calculate Final Marks** application before Posting Marks to History, if those Final Marks belong on the transcript.

More information on the Calculate Final Marks application can be found in the Mark Reporting – Mark Calculations and Related Reports documentation.



Post to History selections.

Track – select the proper track.

Term – select the Mark Reporting Term that contains the Marks you want to post to the students' Academic History records.

Posting Date – enter the date that you want recorded as the posting date for these Marks in the students' Academic History records.

After you've made your selections, click on the **Post** button to run the posting process. This will take a while to run, and you will receive a dialogue screen summarizing how many records were posted.

The posted Marks may then be view, edited, or added to in the Academic History applications.